

## HOURS WORKED

- Includes all the times employees are required to be on duty or on the employer's premises or at a prescribed work place and all the time during which they are suffered or permitted to work for the employer.
- Preparatory and concluding activities
- Rest breaks
- Meal periods unless certain criteria are met
  - ◆ completely relieved of duty
  - ◆ at least 30 minutes in duration
- Time spent waiting
- Staff/business meetings and training
  - Not work time if:
    - ◆ attendance is outside of employee's regular working hours,
    - ◆ attendance is voluntary,
    - ◆ attendance is not directly related to employee's job, and
    - ◆ employee does not perform any productive work during attendance.
- Sleeping time on a shift of less than 24 hours
- Travel time